

DATABASE ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. Participate in the physical design and creation of the physical data structures and is responsible for their integrity and efficiency. Coordinates data base design and development activities among application programmers, business systems analysts, systems programmers, and data center operations. Is conversant with data structures, communications systems characteristics and protocols, and has a working knowledge of related tools and techniques. Should be able to evaluate technical trade-offs for a particular environment and present such to management. Provides technical database training and support to Information Technology Division (ITD) staff.

Supervision Received and Exercised:

Receives direction from the ITD Manager and other management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Evaluates application technical needs and selects appropriate Data Base Management system (DBMS) software.
- Redesigns and restructures databases as needed.
- Creates and moves databases as required.
- Proposes technical standards, design rules, and conventions for creating and maintaining databases.
- Identifies and implements software tools to aid in data access.
- Refresh the data in test databases from production databases.
- Evaluates and maintains GIS spatial databases.

CITY OF TEMPE

Database Administrator (continued)

- Assists with the development and integration of spatial technologies and GIS deployment strategies.
- Installs and patches database software.
- Perform database loading, testing, and validation.
- Monitors database performance and initiates system improvements when indicated.
- Recommend database redefinition, redesign, and restructuring when indicated.
- Implements restarts, recovery, and backup procedures.
- Evaluates, installs, and supports appropriate hardware and software related to database administration.
- Recommend server configurations for databases and middleware systems.
- Upgrades database servers.
- Monitor database growth and file system utilization.
- Monitor middleware server performance.
- Administer the production of SSIS (SQL Server Integration Services) packages.
- Understands database licensing and advises on database licensing issues.
- Creates, maintains, and schedules scripts to support the database and middleware environments.
- Troubleshoot database connectivity issues.
- Create and maintain database users.

Minimum Qualifications:

Experience:

Three years of professional level database experience with SQL Server or Oracle. Experience with Server Operating Systems administration and/or GIS Spatial database administration is preferred.

CITY OF TEMPE

Database Administrator (continued)

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Information Technology or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 408

Status: Exempt / Classified